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ABSTRACT

Prepared for employers and staffs of job service and training programs, this guide presents information on how to conduct a workshop to expand employment opportunities for women in nontraditional occupations--in blue collar skilled work as well as white collar professional, technical, and managerial jobs. The guide includes sections on purpose of the workshop (to provide a forum in which employers are encouraged and assisted in hiring women for nontraditional jobs), agenda for a one-day workshop, workshop facilitator, program staff participation, locating and selecting employers, size of workshop, facilities, materials for kits, and workshop format--background and rationale. Appendixes include a selected list of publications, slides, and films on women in nontraditional employment; an invitation letter; a registration form; an agenda; and a workshop evaluation form. (LMS)

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ED167755

Women in Nontraditional Jobs: A Workshop Model

Working With Employers To Develop Jobs

U.S. Department of Labor
Ray Marshall, Secretary

Women's Bureau
Alexis M. Herman, Director

1978

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FOREWORD

One of the concerns of the Women's Bureau is that women have greater opportunity to obtain jobs that are both economically and personally rewarding. We therefore advocate that women have options open to them to enter nontraditional occupations--in blue-collar skilled work as well as white-collar professional, technical, and managerial jobs.

Traditional attitudes about the kind of work that is "suitable" for women still prevail to some extent. And so does the gap between the earnings of women and men; women now earn about 40 percent less than men earn. The Bureau has sought to remove attitudinal barriers by helping to create greater sensitivity to the needs of women and their value as workers. Conferences and workshops have proven to be effective venicles for communicating this information. However, as an alternative to rather large conferences which involve unions, business and industry employers, educators, government representatives, women's groups, and community-based organizations, small workshops involving only employers and staff of job service and training programs can be very fruitful. Immediate commitments to hire women for nontraditional jobs may occur in this setting. But positive action over a long term is likely to result from the channel of communication that is opened, and through which employers and staff of employment and training programs continue to develop jobs for women.

This publication shares information on how to conduct such a workshop. It suggests factors to consider in identifying those employers who might be invited to take part, and outlines what the program staff should do before, during, and after the workshop.

Although designed mainly for use by job developers in Federal programs such as the Work Incentive Program, this model can be used also by other public as well as private organizations interested in fostering similar projects. I hope it will serve to expand job prospects for women in nontraditional fields.

Alexis M. Herman
Director, Women's Bureau

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The Women's Bureau, in pursuing its goal to increase employment opportunities for women, has gained insight into the needs of women as well as employers. It is from this vantage point that the Bureau perceives the continuing need for the staff of employment and training programs to communicate and work with employers to develop nontraditional jobs for women.

This workshop model for job development is provided as an example of one way in which program staff and employers can articulate to each other their particular needs and can generate a plan to place qualified or qualifiable women in nontraditional jobs. It outlines activities that should take place in organizing and managing a workshop, and includes the background and rationale on which this design was based. The model can be adapted easily for use by job developers in the Work Incentive Program (WIN), the Employment Service (ES), in programs under the Comprehensive Employment and Training Act (CETA), and in other employment programs.

I. Purpose of Workshop

The objective is to provide a forum in which employers are encouraged and assisted in hiring women for nontraditional jobs

- by providing practical tools and resources
- by sharing the expertise of the staffs of WIN, ES, CETA, the Women's Bureau, and other government agencies
- by facilitating communication and establishing working relationships between job developers and employers on goals and problems
- by focusing on employers with potential job opportunities and a need and desire to hire women in nontraditional jobs
- by emphasizing to employers the advantages of programs such as WIN, ES, and CETA as useful resources.

II. Agenda for 1-Day Workshop

Welcome and Overview of Workshop--by program manager and workshop facilitator (20-30 min.)

(Should emphasize the need to work together and the commitment of the employment program office to assist employers to find qualified applicants.)

Introduction of Participants (15 min.)

(Each participant states name, organization, position, expectations of workshop.)

Overcoming Barriers--led by workshop facilitator, with group participation (60-90 min.)

(Facilitator leads discussion to stress positive solutions for overcoming barriers and to dispel myths about women workers.)

Discussion should explore:

- Sex stereotyping in jobs; women's labor force participation, occupations, income, and other employment characteristics
- Attitudes of program participants
- Attitudes of personnel staffs, employees, supervisors, and managers
- Equal employment opportunity and affirmative action responsibilities of employers
- Job and performance requirements
- Interviewing techniques
- training, including OJT (on-the-job training), apprenticeship, CETA
- Supportive services, including counseling, transportation, and child care.

Lunch (60-90 min.)

Program Resources and Advantages to Employers--by program staff (30-45 min.)

(Should stress advantages of program resources to employers, as well as linkages with other training and employment programs, and review program procedures and forms.)

Job Development--led by workshop facilitator (30-45 min.)

(Brief discussion of need to match people with jobs and need for employers to identify specifically what their job requirements are and to clarify job descriptions.)

Plan for the Future--job developers and employers (30-45 min.)

(Divide into small groups of staff and employers, with one employer per group, to discuss current and future needs of the employer. The first steps of a plan to hire program participants should be initiated. Program staff should at this time make appointments with employers to provide them with prospective employees.)

Wrap-Up Discussion--led by workshop facilitator (10-20 min.)

(Summary and evaluation of workshop. Reminder of future commitments made during "Plan for the Future.")

III. Workshop Facilitator

The facilitator must have an understanding of the changing patterns of women's lives; current status of women workers in the community; the WIN program, ES, CETA, and other training and employment resources in the community; EEO and affirmative action responsibilities of employers; and employers' work force needs. The facilitator should be an enthusiastic advocate for women entering nontraditional employment.

If funds are available, a consultant may be employed to organize and manage the workshop. However, this can be done by an employment program employee or group of employees at the local level, in consultation with women's employment or EEO specialists, and the Women's Bureau of the U.S. Department of Labor.

IV. Program Staff Participation

It is essential that program staff be totally involved in the planning and preparation of the workshop so they have an understanding of its goals and its relationship to continuing program responsibilities. Prior to the workshop, program staff should:

- Understand the goals (see "Purpose" on page 1)
- Participate in the selection of employers for the workshop
- Contact invited employers to confirm their attendance

- Develop a fact sheet on each employer. It should include the name, address, phone number, contact person, entry level positions with qualification requirements, equal employment opportunity (EEO) and affirmative action responsibility, average employment, products, transportation, promotional opportunities, hiring practices, union agreements, shifts, wages, fringe benefits, contact with program, and any other pertinent information.
- Be briefed on what is expected of them at the workshop (see below).

During the workshop, program staff should:

- Be knowledgeable about their program and linkages with other programs
- Be supportive of the concept of women entering nontraditional jobs
- Be helpful to employers, since the workshop is for them
- Develop a plan for an ongoing relationship with the employer.

After the workshop, program staff should:

- Continue personal contact with employers to encourage them to place program participants in meaningful employment, and continue making appointments to provide them with prospective employees.

V. Locating and Selecting Employers

The local program office should identify employers or groups of employers by industry, geographical area, and types of entry level jobs where there is projected hiring and where it would like to place program participants.

The selection of employers for workshop participation should be based on a review of local labor market information and job development records.

Factors to be considered include:

- Will they be hiring in the near future?
- Do they have suitable jobs for program participants?
- Are they interested in hiring women for nontraditional jobs?

The letter of invitation and registration form (see appendixes B and C) should be sent from the local office manager. The letter and followup contacts should encourage employers to send representatives who have knowledge of vacancies and personnel procedures in their companies. Ideally, each employer should send top managers, including personnel managers, and a person responsible for day-to-day personnel activities.

A job developer should be assigned to each employer to follow up on attendance at the workshop, and should remain in contact with the employer for future job development activity.

VI. Size of Workshop

The total number of participants should be 20 to 30 (10 to 15 employer representatives and 10 to 15 program staff).

VII. Facilities

Arrangements should be made for:

- A conference room adequate for the size of the group (rooms are often available in State or city buildings at little or no cost)
- Coffee (for coffeebreaks) and lunch, if necessary
- Flip charts and/or blackboard
- Projector and screen, if slides or films are to be used (see resource list in appendix A)

VIII. Materials for Kits

Suggested publications for inclusion in the kits for employer participants and for display purposes are listed in appendix A. The list also includes slides and films on women in nontraditional employment.

In addition to the publications, kits should contain information that is relevant to the sponsoring program. Other miscellaneous materials to be included are: agenda, list of workshop participants, evaluation form (see sample, appendix E), name tag, and any other handouts the workshop planners think appropriate.

Workshop Format--Background and Rationale

This format was developed by Region V (Chicago) Women's Bureau and WIN staff to provide an alternative to the large business/industry/union/community conferences that were being held to promote nontraditional employment for women. In designing the workshops, the following factors were taken into consideration:

- The needs of some employers and/or industries for new employees and for help in obtaining them;
- The services which the WIN Program could offer employers, as well as qualified applicants and tax credits;
- The workshops should be low cost and easy to replicate;
- WIN staff had recently received training in placement of women in nontraditional jobs, but needed assistance in working with employers to develop jobs for women.

The State WIN directors were asked to participate in workshops which would demonstrate a realistic and practical approach toward increasing the number of women in satisfying, well paying jobs.

Each workshop was to focus on one industry and would be directed toward the specifics of that industry; for example, the employment situation, occupational structure, training opportunities, hiring methods, personnel policies, and union agreements, as well as legal obligation to hire women.

The agenda were to include, but were not to be limited to:

- Affirmative action responsibility of employers;

- General resources available to the employer, with emphasis on WIN and including the Women's Bureau, the State employment security agency, community programs, CETA, and Apprenticeship Outreach;
- A consciousness-raising exercise dealing with attitudes and barriers which prevent women from obtaining nontraditional jobs, and including facts on women workers;
- Discussion of specific barriers in the particular industry and how these could be overcome, including sex stereotyping in jobs; employment tests; job and performance requirements; attitudes of personnel staffs, employees, supervisors, and managers; recruitment; training; supportive services (counseling and child care); and union contracts.

Participants were to include employers, WIN staff, and representatives of government agencies (compliance and apprenticeship).

Based on the response of the State WIN directors, workshops were held in: Midland, Mich., October 21, 1975, for the petro-chemical industry; Columbus, Ohio, October 28, 1975, for retail trades; and Milwaukee, Wis., November 13, 1975, for machinery manufacturers.

The workshop agenda and participants varied from State to State. The major deviation from the original agenda was the elimination of a section on the affirmative action responsibilities of the employers, because WIN staff felt that employers were already aware of this. The status of the employers' affirmative action and EEO responsibilities was part of the background material obtained prior to the workshops. Information about other community resources was general rather than specific.

WOMEN IN NONTRADITIONAL EMPLOYMENT

A SELECTED LIST OF PUBLICATIONS, SLIDES, AND FILMS

This is a selected list of publications, slides, and films which can be used at conferences, seminars, and workshops on women in nontraditional employment, and in management training programs designed to increase awareness about sex discrimination and sex role stereotyping. It includes materials with general information about the social, legal, and economic status of women, as well as those directly related to women in nontraditional employment. While the list of audiovisuals includes materials from the private sector, the list of publications is limited to materials produced by Federal agencies. Most of these agencies will send free single copies of their publications upon request. When writing for materials, it would be a good idea to ask for any additional materials about women that the agency may have published since this list was compiled.

PUBLICATIONS

Equal Employment Opportunity Commission
2401 E Street, N.W.
Washington, D.C. 20506

(or see local telephone directory listings under "U.S. Government")

A Directory of Resources for Affirmative Recruitment (91 pages). 1975.

Guidelines on Discrimination Because of Sex. 1972.

National Commission on the Observance
of International Women's Year
(Commission terminated March 29, 1978)

". . .To Form a More Perfect Union. . .Justice for American Women."
(382 pages). 1976. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. $5.20.

U.S. Commission on Civil Rights
Washington, D.C. 20425

The Challenge Ahead: Equal Opportunity in Referral Unions (291 pages). 1976.

A Guide to Federal Laws and Regulations Prohibiting Sex Discrimination (189 pages). 1976.

Women and Poverty (131 pages). 1974.

U.S. Department of Commerce
Bureau of the Census
Washington, D.C. 20233

A Statistical Portrait of Women in the U.S. Special Studies, Series P-23, No. 58 (90 pages). 1976.

U.S. Department of Health, Education, and Welfare
Office of Education
Bureau of Occupational and Adult Education
Washington, D.C. 20202

Women in Nontraditional Occupations: A Bibliography (189 pages). 1976.

U.S. Department of Labor
Bureau of Labor Statistics
441 G Street, N.W.
Washington, D.C. 20212

Occupational Outlook Handbook. 1978-79 Edition, Bulletin 1955. (840 pages). Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. $8.00.

U.S. Working Women: A Chartbook. Contains 56 charts. Bulletin 1880. 1975.

U.S. Working Women: A Databook. Includes 61 tables and 7 charts. Bulletin 1977. 1977.

U.S. Department of Labor
Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213

Apprenticeship and CETA. A guide for prime sponsors under the Comprehensive Employment and Training Act of 1973 (33 pages). 1974.

Apprenticeship: Past and Present. (27 pages). 1977.

Apprenticeship Training in the 1970's: Report of a Conference. Manpower Research Monograph No. 37 (100 pages). 1974.

Apprenticeship Training: Sure Way to a Skilled Craft (8 pages). 1974.

Dual Careers. Longitudinal Analysis of the Labor Market Experience of Women (4 volumes). 1970, 1973, 1975, 1976.

ETA Interchange. Monthly technical assistance bulletin.

Job Title Revisions To Eliminate Sex- and Age-Referent Language From the Dictionary of Occupational Titles (363 pages). 1975.

Merchandising Your Job Talents (24 pages). 1974.

The National Apprenticeship Program (41 pages). 1976.

Placing Minority Women in Professional Jobs. R&D Monograph No. 55 (75 pages). 1978.

Training and Entry Into Union Construction. R&D Monograph No. 39 (217 pages). 1975.

WIN Training Manual. Increasing Job Options for Women by Nontraditional Job Placement. 1975.

Women and Work. R&D Monograph No. 46 (71 pages). 1977.

Women in Apprenticeship--Why Not? R&D Monograph No. 33 (34 pages). 1974.

Worklife. Monthly journal of ETA; frequently carries and reprints articles about women working in nontraditional jobs. Special issue on Apprenticeship, August 1977.

U.S. Department of Labor
Women's Bureau
Washington, D.C.20210

Brief Highlights of Major Federal Laws and Order on Sex Discrimination in Employment (6 pages). 1977.

The Earnings Gap Between Women and Men (12 pages). 1976. 35¢.

Fully Employed Women Continue To Earn Less Than Fully Employed Men of Either White or Minority Races (chart). 1977.

Most Women Work Because of Economic Need (chart). 1977.

1975 Handbook on Women Workers (435 pages). 1975. $4.70.

Sex Stereotyping: Its Decline in the Skilled Trades. Reprint from May 1974 Monthly Labor Review.

State Labor Laws in Transition: From Protection to Equal Status for Women (20 pages). 1976. 35¢

Steps To Advance Equal Employment Opportunity for Women (2 pages). 1975.

Steps To Opening the Skilled Trades to Women (8 pages). 1974.

Trends in Women's Employment and Training in Selected Professions (4 pages). 1976.

Women Are Underrepresented as Managers and Skilled Craft Workers (chart). 1974.

Women Workers Today (10 pages). 1976.

A Working Woman's Guide to Her Job Rights (34 pages). 1975. 65¢.

Note: The Women's Bureau distributes single copies of its publications free of charge. Multiple copies of those for which prices are given may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. All Women's Bureau materials are in the public domain and may be reproduced without permission.

Small Business Administration
1441 L Street, N.W.
Washington, D.C. 20005

Women and the U.S. Small Business Administration (6 pages). 1976.

The Facts About Women as Users of SBA Services (7 pages). 1976.

SLIDES

All in a Day's Work. Wisconsin Women in Apprenticeship Aide Center, 819 N. 6th Street, Milwaukee, Wisconsin 53203, (414) 224-4388. Slides show women apprentices at various stages of employment/training, and detail advantages of apprenticeship jobs. (8 minutes)

Destroying the Myths. EEOC Audio-Visual Division, Room 3200, Columbia Plaza, 2401 E Street, N.W., Washington, D.C. 20506, (202) 634-6930. Reviews employer equal opportunity responsibilities. (10 minutes)

Looking Ahead to a Career. Bureau of Labor Statistics, U.S. Department of Labor. (See telephone directory for address of regional office.) 53 statistical slides about occupations and employment trends.

Slide-Tape Series:

Increasing Job Options for Women. Shows women working in a variety of nontraditional jobs and reviews employer responsibility for equal opportunity and affirmative action. (NAC#007846, $13.50, 9 minutes 45 seconds)

The Legal Rights of Women Workers. Explains women's rights to equal employment opportunity, equal training and promotion opportunity, and equal pay. (NAC#007847, $12.00, 6 minutes 5 seconds)

Legal Responsibilities--Affirmative Action and Equal Employment. Illustrates legal responsibilities of employers to eliminate unfair and illegal employment practices that often affect women. (NAC#007848, $13.75, 12 minutes)

(This three-part series may be ordered from the Order Section, National Audio-Visual Center (NAC), General Services Administration, Washington, D.C. 20409. They may be borrowed from the Women's Bureau, U.S. Department of Labor, Washington, D.C. 20210, and from the Bureau's 10 regional offices.

FILMS

All About Eve. Center for Human Resources, University of Houston, College of Business Administration, Cullen Blvd., Houston, Texas 77004, (713) 749-3755. About increasing female enrollment in traditionally male courses in high school. (22 minutes, color)

Anything You Want To Be. New Day Films, 779 Susquehanna Avenue, Franklin Lakes, New Jersey 07417, (201) 891-8240. Illustrates conflicts experienced by girls as they find out that "anything you want to be" means traditional roles and occupations. (8 minutes, b/w)

The Apprentice. Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20213. General film giving history, current status, and reality of apprenticeship. Interviews women and men apprentices on the job. (26 minutes, color). Available on loan from BAT regional offices. (See telephone directory for address.)

Beyond Black and White. Motivational Media, 8271 Melrose Avenue, Suite 204, Los Angeles, California 90046, (213) 653-7291. Contains forceful arguments for eliminating sex role stereotyping. (28 minutes, color)

Bias - A Four Letter Word. Malibu Films, Malibu, California 90265, (213) 456-2859. Shows how biases originate and are perpetrated against women, minorities, the aged, people of differing life styles. (30 minutes, color)

Boomerang. Keeton/Leopold Associates, Inc., 35 East Wacker Drive, Suite 690, Chicago, Illinois 60610, (312) 726-1947. This film is a management training program in equal employment opportunity.

Choice: Challenge for Modern Women University of California Extension Media Center, 2223 Fulton Street, Berkeley, California 94720, (415) 642-0460. Twelve part series, one of which is "Wages of Work," about women and employment and its effects on family, community. (30 minutes each, b/w)

The Fable of He and She. Learning Corporation of America, 1350 Avenue of the Americas, New York 10019, (212) 397-9330. Animated clay figures act out story demonstrating sex role stereotyping. (10 minutes, color)

Farewell to Welfare. ETA Studios. Distributed by R.H.R. Film Media, 1212 Avenue of the Americas, New York, New York 10036, (212) 869-9540. Interviews with three WIN women, a truck driver, picture framer-manager, and machine operator, and their employers (30 minutes, color)

51%. Robert Drucker & Company, Inc., producer. Distributed by Cally Curtis Company, 1111 North Las Palmas Avenue, Hollywood, California 90038, (213) 467-1101. Three case studies of women employees in a corporation spotlight stereotypes about and discriminations against women. (30 minutes, color)

How Many Eves? Walter J. Klein, Co., Ltd., 6301 Carmel Road, Charlotte, North Carolina 28211, (704) 542-1403. Dramatizes the problems and attitudes of women in the midmanagement level as they seek to upgrade themselves. (15 minutes, color)

Never Underestimate the Power of a Woman. Bureau of Audiovisual Instruction, P.O. Box 2093, University of Wisconsin, Madison, Wisconsin 53701, (608) 262-2944. Dispels damaging myths about women's work capacities and performance in a wide range of nontraditional settings. (15 minutes, color)

New Perspectives--Women in Nontraditional Jobs. Employment and Training Administration. Distributed by R.H.R. Film Media, 1212 Avenue of the Americas, New York, New York 10036, (212) 869-9540. Interviews with two women, a busdriver and a shipbuilder, about how they got their jobs and how they feel about them.

The Only Way To Go Is Up. Employment and Training Administration. Distributed by R.H.R. Film Media, 1212 Avenue of the Americas, New York, New York 10036, (212) 869-9540. Documentary on Atlanta's Minority Women Employment Program's successful efforts to place underutilized college educated minority women in managerial, professional, and technical jobs. (30 minutes, videotape)

Other Women, Other Work. Churchill Films, 662 North Robertson Blvd., Los Angeles, California 90069, (213) 657-5110. The rewards and occasional problems of women in traditionally male jobs are expressed by a truck driver, a roof shingler, a pilot, a marine biologist. (20 minutes, color)

Prejudice: Causes, Consequences, Cures. CRM-McGraw-Hill Films, Del Mar, Califonia 92014, (714) 481-8184. Surveys some recent sociopolitical examples of detrimental stereotyping, showing just how psychologically harmful discrimination can be. (24 minutes, color)

Rollover. Herstory Films, Box 215, Franklin Lakes, New Jersey 07417, (201) 891-8240. Celebrates women in nontraditional jobs. (10 minutes, color)

Sex Role Development. CRM-McGraw-Hill Films, Del Mar, California 92014, (714) 481-8184). Shows how we have developed traditional expectations about male and female roles; offers alternative methods of socialization that encourage children to grow up outside of fixed stereotypes. (23 minutes, color)

The Sky's the Limit. Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20002, (202) 376-6106. Apprenticeship agency/employer/union information film depicting women apprentices in nontraditional jobs. (25 minutes, color). Available on loan from the Bureau of Apprenticeship and Training regional offices. See telephone directory for address.

Twelve Like You. Cally Curtis Company, 1111 North Las Palmas Avenue, Hollywood, California 90038, (213) 467-1101. Twelve women working in both professional and technical nontraditional jobs share their experiences and problems. (25 minutes, color)

We Are Women. Motivational Media, 8271 Melrose Avenue, Suite 204, Los Angeles, California 90046, (213) 653-7291. Provides front line supervisors and all other levels of management with an understanding of the historical, sociological, and psychological background of today's working woman. (33 minutes, color)

Why Not a Woman. Pennsylvania Commission for Women, 512 Finance Building, Harrisburg, Pennsylvania 17128, (717) 787-3821. Documentary on women in blue-collar jobs. (26 minutes, color)

Women Up the Career Ladder. UCLA Dept. of Daytime Programs and Special Projects P.O. Box 24901, Dept. K, UCLA Extension, Los Angeles, California 90024, (213) 825-0741. Provides basis for discussion for women employees, management, and men about issues involved in moving up the career ladder, such as job stereotyping. (30 minutes, b/w)

Women's Work: Engineering. Massachusetts Institute of Technology, Center for Advanced Engineering Study, Department 4, Room 9-234, 77 Massachusetts Avenue, Cambridge, Massachusetts 02139, (616) 253-7444. Women engineers and engineering students talk about engineering and how they feel about their jobs. (26 minutes, film or videotape, color)

SAMPLE--Michigan Invitation Letter

Dear_____:

You and your personnel manager or the person responsible for hiring in your company are cordially invited to attend a workshop cosponsored by the Women's Bureau, U.S. Department of Labor and the WIN Program, Michigan Employment Security Commission.

The Workshop will be held on (date) at the (place) at (time). It is planned to be a working conference to discuss how WIN can be of assistance to your company in finding and retaining qualified workers, and to facilitate an understanding of and the solving of problems associated with the hiring of welfare recipients and women into meaningful employment.

Persons attending should have a knowledge of the job opportunities within the company and of the personnel policies and procedures involved.

It would also be very greatly appreciated if the persons attending could bring with them, for discussion purposes, job descriptions and minimum qualifications necessary for an applicant to enter into the respective jobs.

There will be no cost. The only expense will be lunch, which is to be the responsibility of the individual participants.

Attached, hereto, please find a copy of the agenda and a form for listing those people who will attend the workshop, with a self-addressed postage-free envelope for reply.

SAMPLE--Ohio Registration Form

REGISTRATION

WIN EMPLOYERS/WOMEN'S BUREAU

DEPARTMENT OF LABOR WORKSHOP

I (We) plan to attend the workshop on _____(date)_____ at _____(time)_____ in Conference Room B at the Ohio Bureau of Employment Services, 145 South Front Street, Columbus, Ohio.

NAME _____

TITLE _____

COMPANY _____

NAME _____

TITLE _____

COMPANY _____

NAME _____

TITLE _____

COMPANY _____

Return to: Ohio Bureau of Employment Services
309 South Fourth St.
Columbus, Ohio 43215

Attention: WIN Manager, OBES

SAMPLE--Wisconsin Workshop Agenda

AGENDA

WIN EMPLOYERS WORKSHOP

(date)

9:00 a.m.	Registration:	
9:30 a.m.	Welcome:	Director, Milwaukee Metropolitan Job Service
9:45 a.m.	Overview of Workshop:	Director, Milwaukee WIN Project Representative, Women's Inc.
10:00 a.m.	Introduction of Workshop Participants:	
10:15 a.m.	Coffee Break:	
10:30 a.m.	Overcoming Barriers:	Representative, Women's Inc. Sex Stereotyping in Jobs Attitudes of WIN Clients Attitudes of Personnel Staffs, Employees, Supervisors and Managers Job and performance Requirements Interviewing Techniques Training Supportive Services
12:00 noon	Lunch:	
1:00 p.m.	WIN Resources and Advantage to Employers:	Director, Milwaukee WIN Module B
1:30 p.m.	Job Development:	Representative, Women's Inc. Identification of Problems Clarification of Job Descriptions
2:15 p.m.	Plan for the Future:	
3:00 p.m.	Wrap-Up Discussion:	

Cosponsored by the Wisconsin State Job Service and the Women's Bureau, U.S. Department of Labor

SAMPLE

WORKSHOP EVALUATION FORM

STATE_____ DATE_____

WIN STAFF ☐ EMPLOYER ☐ OTHER ☐

Assuming expectations are equal to the stated goals:

	EXCEL-LENT	GOOD	FAIR	POOR
1. How would you rate this workshop in terms of meeting your expectations? Comments:				
2. How would you rate this workshop in terms of content, materials, and information provided? Comments:				
3. How would you rate this workshop in terms of helpfulness for understanding how to place WIN clients in nontraditional jobs? Comments:				

4. What part of the workshop did you find of most value?

5. Which do you consider to be of least value?

6. Do you have suggestions for future workshops?